



MASTER LICENSE SERVICE
DEPARTMENT OF LICENSING
PO BOX 9048
OLYMPIA, WA 98507-9048
Telephone: (360) 664-1400

OWNER/
BUSINESS
NAME _____

UBI No. _____

Master Business Application Supplement for: Employment Agency, Branch Office Or Listing Service

Please read the back of this form for complete application checklist.

A General Manager Information

General Manager name _____ Telephone no. () _____

Other names used _____

Manager's mailing address _____
STREET/SUITE

CITY STATE ZIP

General Manager license number _____

- ☐ If this manager is not currently licensed in Washington, application for licensure can be made by marking this box and including an additional \$150.00 general manager license application fee. The person named above will be scheduled for an examination. (See information on General Manager License on the reverse of this form.)

Has the manager been employed as an Employment Agency General Manager within the past year? _____

On the back of this form, list name and address of each employment agency location this person currently manages, or will manage.

B Sole Proprietor/Officers/Partners/General Manager Information

Has any owner, officer, managing employee or holder of more than 20% interest in this business:

1. Been convicted of a crime, misdemeanor or felony in this state, any other state, by the federal government, or any other jurisdiction within the past 10 years? ☐ YES ☐ NO
2. Had a criminal complaint, accusation, or information presently pending or currently under indictment in this state, any other state, by the federal government, or any other jurisdiction? ☐ YES ☐ NO
3. Held a professional or occupational license, certification, or permit which was fined, suspended, revoked, refused or denied in this state, in any other state, by the federal government, or any other jurisdiction? ☐ YES ☐ NO
4. Had a civil court order, verdict, or judgement entered in any court of competent jurisdiction in this state, any other state, the federal government, or any other jurisdiction? ☐ YES ☐ NO
5. Been engaged in, interested in or employed by anyone engaged in the business of an employment agency? ☐ YES ☐ NO

If the answer to any of these questions is YES, explain on the back of this form. Include the name of the person involved, charge(s), date of conviction, civil judgement or order, county jurisdiction, state and disposition of charges.

**Upon filing, this document and the application become a public record
subject to public disclosure provisions pursuant to RCW 42.56.**



EMPLOYMENT AGENCY APPLICATION SUPPLEMENT

General Manager License Information

An Employment Agency license will not be issued if the general manager is not licensed in the state of Washington. A licensed general manager may manage up to three employment agency locations.

Application for general manager license may be made by including an additional \$150.00 fee and completing the general manager questions on the reverse side of this form. A list of reference materials for the examination has been included in this packet. For questions about manager licensing, please contact (360) 664-1389.

Application Checklist

To ensure complete application, please include the following:

- ☐ Master Business Application and appropriate fees
- ☐ Employment Agency Application Supplement form (reverse of this page)
- ☐ List of names of persons with more than 20% interest in this business
- ☐ \$2,000 bond or cash deposit (in the form of a cashier's check payable to the State Treasurer)
- ☐ Copy of the client contract
- ☐ Copy of the client fee schedule

Additional information from side 1